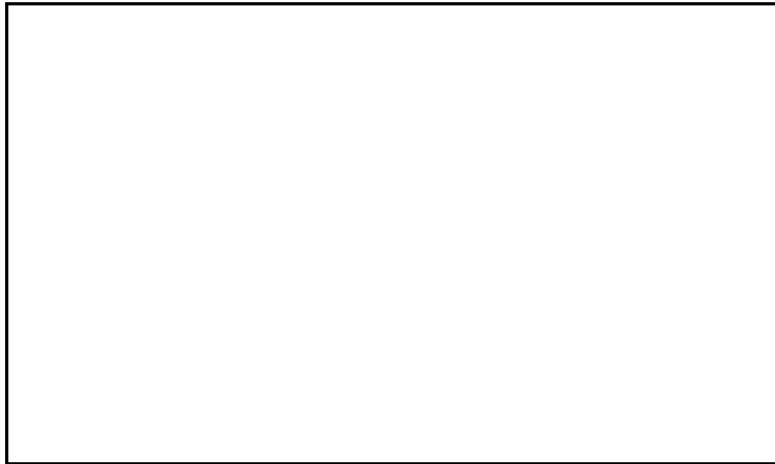


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This Handbook Supersedes OCHB-F 10.70.4 Dated March 1984



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## Chapter 1

### GENERAL

#### 1.1 INTRODUCTION

1. The classification and sensitivity of information handled in message and data communications systems of this Organization requires special precautions be exercised by all individuals connected with a communications activity. These precautions include special access and clearance requirements, division of responsibilities based upon strict need-to-know principles, and adherence to communications security precepts.
2. Because of the nature of communications activities and the detailed knowledge of sensitive operations or projects acquired by communications personnel, the approval of the Office of Communications and the Office of Security is required to grant the cryptographic clearance which is a prerequisite for an individual to be assigned to communications duties. Additionally, each person assigned to perform communications duties must complete a training program designed to ensure that he or she is proficient in the operation of a Communications Facility; including the operation of each cryptographic system used in the Facility.
3. The Communications Facility is a specially constructed room or location in which communications equipment and material is installed or stored, and where communications activities take place. All activities within the Communications Facility must be considered to be classified, including conversations among those working in the Facility. For this reason the Commu-

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